

State Procurement Office

Health and Human Services
Contracts Database Reporting System (CDRS)
FAQ
(Frequently Asked Questions)

	Question	Response
1.	How do I get a log-in name and password?	Go to www.spo.hawaii.gov , click “Health and Human Services...” then “For State Agencies” scroll to “Passwords” or go to http://www4.hawaii.gov/spoh/forstateagencystaff.htm#Passwords
2.	Should every person entering data have separate log-in and password or should it be shared in a division or office?	The decision is up to each purchasing agency. There are advantages to either way. Note that each user will see and be able to modify only contracts entered by that log-in (user ID). That is advantageous when there are many contracts. On the other hand, the user cannot see all contracts for a division or office. However, anyone may search the public site for all contracts for a department or division. The purchasing agency should keep a record of each person’s log-in and password.
3.	I have several contracts that began in FY 03 and FY 02. Should I enter the start date for those contracts as 7/1/04?	No. Enter the actual start date of the contract. On page 3, where funding by each FY is entered, you are only required to enter funding for FY 05 at this time. You may enter funding information for previous years as time permits.
4.	For the “Start Date” entry on page 1, do I enter the contract execution date or the contract start date?	Enter the contract start date.
5.	When I am entering the method of procurement on page 2, it asks for a number. Where do I find the number?	If the contract is the result of an RFP, enter the RFP number. If the contract is the result of an approved request by the chief procurement officer, enter the number assigned by the chief procurement officer approving the request. For the executive branch, you may find numbers for all requests for exemptions, restrictive purchases, after-the-fact secondary purchases and crisis purchases from the SPO website Health and Human Services Awards page. Go to www.spo.hawaii.gov click “Health and Human Services” and “Awards.”
6.	I have a Memorandum of Agreement (MOA) but I don’t see a method of procurement for MOAs on page 2. What do I use?	MOAs are tools, similar to a contract template, used to document an agreement; they are not methods of procurement. Your method of procurement must be one of the methods listed. Many MOAs are with other government agencies, which are exempt procurements pursuant to section 103F-101(2), HRS.
7.	What is the method of procurement when I have a contract with another government agency?	Contracts with government agencies are exempt from procurement. On page 2, Method of Procurement, select “exempt” for the method and enter “103F_101_2HRS” as the number.

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8.	I have a contract that began January 1, 2005. How do I enter the funding?	For a contract beginning January 1st or later in the fiscal year, enter only the funding amount that will be used during the current FY. The first FY of funding will be a partial year. In subsequent years, enter funding that will be used for the whole FY year. For instance, if a contract began 1/1/05 and ends 12/31/07, enter the funding for the period 1/1/05 to 6/30/05 as FY 05, Funding from 7/1/05 to 6/30/06 is entered as FY 06 funding, and so on.
9.	We don't contract for an exact amount of funds for a year. We pay by unit rate. Can I just leave the amount contracted blank and add the amount actually expended later?	No. Enter an estimate for the amount contracted. The estimated amount can be changed at any time.
10.	Do contracts for grants pursuant to Chapter 42F, HRS need to be included in the CDRS?	Include all contracts for health and human services. On page 2, Method of Procurement, select "exempt" for the method and enter "42FHRS" for the number.
11.	What about other contracts exempted by statute or administrative rule; do they need to be included in the CDRS?	Yes. Include all contracts for Health and Human Services. On page 2, Method of Procurement, select "exempt" for the method. For the number, enter the statute or administrative rule as applicable. Do not use spaces, commas or parenthesis in the number. For example, section 103F-101 (2), HRS is entered as "103F_101_2HRS."
12.	I see my contract when I log in, but it does not show up on the public website. What is wrong?	It probably means you have not entered one of the required fields. Check the following and make sure they are completed: Contract Number, Department, Provider, Fiscal Year Funding. SPO recommends you always check the public site when you have completed entering contracts.
13.	When updating or changing contract information, do I just update the existing contract information, such as a change to the compensation and payment. Or do I re-enter a whole new contract with the supplemental agreement number, etc....	When there is a change to a contract, the contract currently posted is modified to reflect the change. The CDRS does not keep track of each amendment/supplemental agreement at this time. However, you may find it helpful to enter a note in one of the 'comments' fields. For instance, if you are making a change to the funding for a particular FY, you could add a comment in the comments field for that FY such as "Supplemental Agreement 1-6/1/05, \$3,000 added to FY 05 funds." There is also a comments section on page 4, which is for general comments for the contract. This is optional; you may use the comments fields to help you document. It may also help the public understand why something has changed from the last time they viewed information for a particular contract. Note that this does not replace any requirements for documentation in the procurement file.
14.	How do I correct a new provider name I entered?	Log in. Select "Manage" under Contracts. Select "Providers."

This FAQ and the CDRS Handbook are on the SPO website at www.spo.hawaii.gov, click "Health and Human Services" and "For State Agencies."

Questions? Contact us. Mara Smith 587-4704 mara.smith@hawaii.gov or Corinne Higa corinne.y.higa@hawaii.gov